

**DEPARTMENT OF JUSTICE  
DIVISION OF GAMBLING CONTROL**

**NOTICE TO WORK PERMIT APPLICANTS**

The Gambling Control Act (Business & Professions Code section 19800 et seq.) requires that all individuals who are employed as gambling enterprise employees hold a valid work permit. An application for a work permit shall be made to the Department of Justice, Division of Gambling Control when the local licensing authority does not have a work permit process in place, or where a locally issued work permit is not required by the licensing authority of a city, county, or city and county. A work permit application may not be withdrawn without the approval of the Director of the Division of Gambling Control. The Division will not accept an incomplete application.

**All individuals applying for a work permit must complete and submit the following:**

1. Work Permit Application (Form No. DGC-LIC.043) signed by the owner/hiring agent/designated agent of the gambling establishment of your prospective employer.
2. Work Permit Questionnaire (Form No. DGC-LIC.049).
3. A passport quality photograph taken within the last 30 days.
4. Authorization to Release Information (Form DGC-LIC.072).
5. A photocopy of your current California Driver's License or California Identification Card.
6. If you have been naturalized, provide a photocopy (front and back) of your Certificate of Naturalization with photo.
7. If you are a resident alien, provide a photocopy (front and back) of your resident alien status, including your registration number.
8. Fingerprints must be submitted via Live Scan as follows:

Take the attached Request For Live Scan Service (BCII 8016) form to one of the specified locations on the attached list, whereupon fingerprints will be processed via Live Scan. ***The cost associated with processing and transmitting your fingerprints via Live Scan must be paid by you directly to the agency providing Live Scan service.*** Call the Live Scan facility to determine if an appointment for fingerprinting is required and their preferred method of payment (e.g., cash, cashier's check etc.). Once you have been fingerprinted you must return the second copy of the Request For Live Scan Service form with your work permit application package.

9. A non-refundable \$44 application fee. Checks should be made payable to the Division of Gambling Control. This application fee is in addition to the fee paid to the Live Scan provider for processing your fingerprints.

**ALL DOCUMENTS AND FEES MUST BE SUBMITTED TO THE  
DIVISION OF GAMBLING CONTROL**

For regular delivery, address packages to:

Department of Justice  
Division of Gambling Control  
P.O. Box 168024  
Sacramento, CA 95816-8024

For Overnight/UPS delivery, address packages to:

Department of Justice  
Division of Gambling Control  
1435 River Park Drive, Suite 200  
Sacramento, CA 95815-4059